

KNOW HOW, INC.

The Microcomputer Education Company

Name _____
Company _____
Address _____

City _____
State _____ Zip _____
Phone () _____

Please enroll me in the following class(es):

- | | |
|---|--------------------------------------|
| ☐ IBM PC | ☐ Multiplan |
| ☐ WordStar | ☐ SuperCalc |
| ☐ MailMerge | ☐ dBaseII |
| ☐ MultiMate | ☐ MS-DOS |
| ☐ Beginning Lotus 1-2-3 | ☐ Other _____ |
| ☐ Intermediate Lotus 1-2-3 | ☐ _____ |

Enclosed is: _____ \$ _____

Please charge my:

- ☐ MasterCard ☐ Visa ☐ American Express

Card # _____ Exp. Date _____

Signature (for charge cards) _____

PAYMENT:

Payment in full is required when classroom space is reserved.

Mastercard, Visa, and American Express are accepted

DISCOUNTS:

10% discount off the single user price if two or more courses are scheduled by an individual at the same time. Corporate discounts also available.

CANCELLATIONS:

-within one day of scheduled class, no refund.

-within three working days prior to the scheduled class 50% refund or rescheduling of class. Only one rescheduling per class.

-prior to three working days of scheduled class, full refund or rescheduling of class.

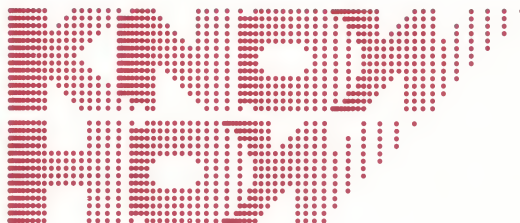
GUARANTEE:

Students unable to complete course objectives during initial class may repeat the class, on a space available basis, at no additional charge.

Prices and course specifications subject to change without notice.

TO REGISTER, CALL (415) 986-8600

An income tax deduction is allowed for educational expenses, including registration fees and travel, undertaken to maintain or improve professional skills. (U.S. Treasury Regulation 1.162-5)



Learning to use a computer doesn't have to be difficult. Know How's Retained Learning Method makes it simple.

Our courses, designed by leading experts, are tailored to take the tedium and guess work out of learning to use a computer.

You will gain confidence, be more productive, and learn a tremendous amount of material in a short period of time.

In addition to our regular courses, Know How offers customized training, consultation, on-site training, and a special "train the trainers" program for corporate clients.

Know How courses feature the highest quality teaching professionals, one IBM PC per student, and modern classroom facilities to insure personalized training and long term retention. We guarantee our results.

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Four Embarcadero Center, Suite 1970

San Francisco, CA 94111

(415) 986-8600

COURSE LIST

Using the IBM Personal Computer 1/2 Day \$105

This half-day course provides an opportunity for participants to become comfortable and knowledgeable with the IBM PC and Disk Operating System (DOS). There is extensive hands-on experience in using the DOS to prepare diskettes, copy files, check status of diskettes, and more. The course will cover the use of the PC keyboard, display systems, disk drives, and printer.

Introduction to WordStar 1 Day \$195

This introductory course covers the fundamentals of word processing and includes all the commands needed to begin using this powerful program. By the end of the day, you will know how to create documents, enter text, correct errors, save documents, and print letters and reports. Special features such as find and replace, setting margins, and centering text are fully covered in this course.

MailMerge 1/2 Day \$105

MailMerge works with the WordStar word processing program to perform special functions such as personalized form letters or customized contracts and documents. To take advantage of this course, you need to own and be familiar with WordStar.

Introduction to MultiMate 1 Day \$225

MultiMate was developed for the corporate community and designed to emulate a Wang word processing system. By the end of this one day course, participants will understand the fundamentals of word processing as well as how to use the MultiMate program. The course will cover how to enter, edit and print text as well as how to format a page, highlight text and perform special operations such as moving text, inserting and deleting, finding and replacing, and merging files.

Introduction to Microsoft Word 1 Day \$225

Microsoft Word is a sophisticated word processing program that features the most recent innovations in software design. This full day course covers the fundamentals of writing and editing documents and features such as windows and special fonts.

Beginning Lotus 1-2-3 1 Day \$225

1-2-3 is a popular and powerful integrated program that combines spreadsheet, business graphics, and data base management. The beginning course covers the full range of spreadsheet options plus a demonstration of graphics and data base management.

**Intermediate
Lotus 1-2-3**

1 Day \$225

The intermediate course reviews the spreadsheet concepts and goes in-depth in the area of business graphics and data base management.

**Introduction to
SuperCalc**

1 Day \$195

SuperCalc, one of the original spreadsheet programs, has been expanded to include graphics and data base management. This course will cover the full range of the feature of SuperCalc 1, 2 and 3, showing how it can be used for financial planning, data analysis, business graphics and data base management.

**Introduction to
Multiplan**

1 Day \$195

The Multiplan spreadsheet program has many unique features including the ability to link up to eight separate worksheets. This one day course will cover the characteristics and advantages of an electronic worksheet as well as fundamental Multiplan commands including how to format a spreadsheet, use and enter formulas, name cells, move data around the spreadsheet, and print and save your work.

**Introduction to
dBasell**

1 Day \$225

This powerful data base management system can be used by businesses of all sizes to create and maintain simple or highly complex information systems. Know How's course provides information on how to use and program in dBasell. This introductory course covers the fundamentals of data base management and simple dBasell applications.

**Microsoft Disk
Operating
System (MS DOS)**

1/2 Day \$105

This half-day hands-on course reviews the basic DOS features such as formatting and copying disks. It also covers more advanced concepts such as the use of batch files and special commands for fixed disks and DOS 2.0. By the end of the course, students will have a working knowledge of how to use the operating system.

WordStar and MailMerge are trademarks of MicroPro International Corp.
MultiMate is a trademark of SoftWord Inc.
Multiplan and MS-DOS are trademarks of Microsoft Corp.
Lotus 1-2-3 is a trademark of Lotus Development Corp.
dBasell is a trademark of Ashton-Tate.
SuperCalc is a trademark of Sorcim, Inc.

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